

# **U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT**

**(Announcement number: 16/014)**

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The US Embassy in Colombo is seeking candidates for the position of **Procurement Agent** in the Procurement Section of the General Services Office.

**OPEN TO:** All Interested Candidates/All Sources

**POSITION:** Procurement Agent, FSN-7; FP-07 \*

**OPENING DATE:** March 15, 2016

**CLOSING DATE:** March 29, 2016

**WORK HOURS:** Full-time 40 hours/week

**SALARY:** Ordinarily Resident (OR): FSN-7: Rs.964,462 p.a.

Not-Ordinarily Resident: FP-07 \*: US\$ 40,665 p.a.

\*Final grade/step for NORs will be determined by Washington

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

## **BASIC FUNCTION OF POSITION**

Based in the Procurement Section of GSO, this position is responsible for local and off-shore commercial and non-commercial item and service procurements needed for the operation and maintenance of the U.S. Embassy in Colombo. The Procurement Section handles 11-13M USD of procurement and contracting actions per annum from a total of six USG ICASS agencies. The incumbent will handle a wide variety of procurement actions, typically below the Simplified Acquisition Threshold of 150K USD and will be required to have extensive knowledge of local/international market conditions and reliable vendors. He/she must ensure full regulatory compliance of all procurement actions with the Federal Acquisition Regulations (FAR) and other pertinent guidelines and laws.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html> ), and is posted on the Human Resources Bulletin Board. Contact [colombohr@state.gov](mailto:colombohr@state.gov) for further assistance.

## **QUALIFICATIONS REQUIRED**

**All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. At least two years of post G.C.E. Advance Level education in the field of acquisitions, administration, accounting, business, management, logistics, contracting, or other procurement related fields is required. **(Candidate must attach relevant educational/professional certificates).**
2. Three (3) years' experience in procurement related work including international and Sri Lankan purchasing actions with extensive knowledge of local and offshore markets is required. **(Candidate must attach relevant service/work experience certificates).**
3. Level IV (Fluent)) Speaking/Reading/Writing English and Sinhala or Tamil are required. (English will be tested.)
4. Knowledge in local and offshore markets and procurement practices, customs and extensive expertise on capabilities, reliabilities and reputation of both local and offshore vendors is required.
5. Thorough knowledge of local contracting and acquisition practices and law is required.
6. Must be a forceful and persuasive negotiator, with excellent organizing and systematic record keeping skills.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

### **Interested candidates for this position must submit the following for consideration of the application:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
American Embassy Colombo  
210, Galle Road  
Email: [ColomboHR@state.gov](mailto:ColomboHR@state.gov)

**CLOSING DATE FOR THIS POSITION:** March 29, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.